

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 114

PAGE
NO. 1. ✓

1. Requesting Agency

STATE TAX COMMISSION

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><u>REPORTS - SPECIAL CLASSES</u></p> <p>Size: 8½" x 11" Quantity: 11 drawers (16 cubic feet) Dates: 1939 - - File Arrangement: Annually by class and alphabetically therein Annual Accumulation: 1 drawer (1½ cubic feet) Quantity Authorized for Disposal: 9 cubic feet</p> <p>The following forms are submitted to the Commission for tax collection purposes. They summarize the financial structure of the reporting firm as of the reporting date.</p> <p><u>Form No.</u></p> <ul style="list-style-type: none"> 3 Schedule of Transfer of Tangible Personal Property 6 Domestic Bank, Trust or other Financial Corporation 7 Foreign Finance Corporation 8 Supplement for Finance Corporation doing business within and without this state 13 Distilled Spirits 14 Mutual Savings Bank Franchise Tax 15 Domestic Building and Loan Association 16-0 Cooperative Associations. <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p>
2.	<p><u>CERTIFICATIONS</u></p> <p>Size: 8½" x 11" Quantity: 11 drawers (16 cubic feet)</p>	<p><i>Approved Hall of Records Commission</i></p>

7. Agency, Division or Bureau Representative

Robert W. Ward
Signature

Secretary
Title

12/9/54
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

December 10, 1954
Date

Morris S. Radloff
Archivist

DEC 14 1954
Date

J. Melusni
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Dates: 1941 - -

File Arrangement: Annually by county

Annual Accumulation: 1 cubic foot

Quantity Authorized for Disposal: 6 cubic feet

The Commission forwards monthly to the county assessment office or the Comptroller of the Treasury a statement as to the amount and type of tax which is to be collected. The copy of the certification retained by the Commission is required for audit purposes; the Commission has no use for them thereafter. The following certification forms are used:

Form No.

- 111 Franchise Tax on Savings Deposits
- 200 Ordinary Business Corporations and Corporations not having capital stock
- 201 Franchise Tax on Savings Deposits
- 201 Tax on Gross Receipts
- 201 Tax on Rolling Stock of Persons other than Railroads
- 201 Penalties (any class of Taxpayer)
- 202 Assessed Values of Tangible Personal Property of Corporations
- 203 Assessed Values of Shares of Banks and Domestic Finance Corporations and of Capital Stock of Foreign Finance Corporations.
- 204 Assessed Values of Distilled Spirits
- 205 Assessed Values of Shares of Domestic Corporation
- 205 Assessed Values of Operation Property of Railroads

RECOMMENDATION: RETAIN FOR FIVE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. LEDGER CARDS

Form No. 100

Size: 4 $\frac{1}{2}$ " x 9 $\frac{1}{2}$ "

Quantity: 46 drawers (14 cubic feet)

Dates: 1942 - -

File Arrangement: by tax class and alphabetically therein in five year cycles

Rate of Accumulation: 3 cubic feet every five years.

A ledger card showing amount and type of tax and distribution of the tax receipts is maintained for each corporation. Each card is ruled for five year entries. Prior to the use of the cards "Assessment Ledgers" showing the same information were maintained. There are 16 ledgers for the years 1925 - 1942. The cards are used for audit purposes.

This is the only record of a corporations' maintenance of their

APPROVED BY
BOARD OF PUBLIC WORKS

Date: DEC 24 1954

*Approved Hall of
Records Commission*

J. Melus
Secretary

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	<p>charter in good standing. The cards are used daily to establish the fact of good standing at any given date which is necessary for the transfer of property.</p> <p>Cards for defunct companies are removed from the active file and are retained permanently. They are necessary for tax purposes should a corporation be revived. Records predating those of the Commission are located in the General Office of the Comptroller of the Treasury (State Office Building, Annapolis) where they are retained permanently. There is occasional reference to these early records for several purposes.</p> <p>A LEDGER CARDS OF ACTIVE CORPORATIONS RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER AFTER THE LAST DATE OF ENTRY, MICROFILM AND DESTROY ORIGINALS: MICROFILM TO BE RETAINED PERMANENTLY.</p> <p>B LEDGER CARDS OF DEFUNCT CORPORATIONS RECOMMENDATION: RETAIN PERMANENTLY.</p>	
<p>4. <u>APPEALS FILE</u></p> <p><i>This file has been transferred to Tax Court (1959)</i></p>	<p>Size: 8½" x 14" (4 sides) Quantity: 16 legal size drawers (32 cubic feet) 15 document size drawers (10 cubic feet) and 10 cubic feet stored at State Tobacco Warehouse (total 52 cubic feet). Dates: 1937 - - File Arrangement: numerical Annual Accumulation: 8 cubic feet Quantity Authorized for Disposal: 15 cubic feet</p> <p>Appeals from the Assessment determinations of the County Assessors are made to the Tax Commission. This file contains the documents necessary for the appeal, these are: correspondence, notice of hearing, the Tax Commission appeal form and certified information regarding the assessment from the local assessor.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER THE DECISION IS RENDERED AND THEN DESTROY.</p>	<p><i>Approved Hall of Records Commission</i></p> <p>RECEIVED BY BOARD OF PUBLIC WORKS DEC 14 1954 Date..... <i>McCurran</i> Secretary</p>
<p>5. <u>APPEALS DOCKET</u></p> <p><i>early volumes</i></p>	<p>Quantity: 10 volumes Dates: 1914 - - File Arrangement: by county and chronologically therein</p> <p>The Docket gives a brief summary of the appeal, showing names of principals, date of filing, reason for appeal, and a summary of the</p>	<p><i>Approved Hall of Records Commission</i></p>

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	decision of the Commission. RECOMMENDATION: RETAIN PERMANENTLY.																																															
6.	<u>ACCOUNTING RECORDS</u> Quantity: 16 drawers (24 cubic feet) and 35 cubic feet in storage. Dates: 1942 - - File Arrangement: Chronological Annual Accumulation: 4 drawers (6 cubic feet) Quantity Authorized for Disposal: 41 cubic feet This item includes all standard accounting forms used by all the State Agencies. Comptroller of Treasury Forms <table border="1"><thead><tr><th>Form No.</th><th>Title</th></tr></thead><tbody><tr><td>E-1-S</td><td>Distribution of Charges</td></tr><tr><td>DD-1</td><td>Certificate of Deposit</td></tr><tr><td>R-2</td><td>(formerly MR-2) Monthly Report of State Funds Collected and Deposited</td></tr><tr><td>None</td><td>Distribution of Unexpended and Obligated Balances</td></tr></tbody></table> Purchasing Bureau, Department Budget & Procurement <table border="1"><tbody><tr><td>1-A</td><td>Requisition for Supplies</td></tr><tr><td>47-A</td><td>Purchase Order</td></tr><tr><td>100-16</td><td>Out of Schedule Requisition</td></tr><tr><td>39-A</td><td>Stores Requisition</td></tr><tr><td>CF-3</td><td>Copy of Contract Awarded</td></tr><tr><td>CF-1</td><td>Requisition for Equipment (Capital Fund)</td></tr><tr><td>100/24</td><td>Actual Emergency and Repairs Report</td></tr></tbody></table> Budget Bureau, Department Budget & Procurement <table border="1"><tbody><tr><td>BB-1</td><td>Formerly BB-1 and BB-2</td></tr><tr><td>none</td><td>Budget Schedule Amendment Sheet</td></tr><tr><td>BP Inv. R101</td><td>Report of Fixed Assets (annual)</td></tr><tr><td>BP Inv. R102</td><td>Report of Material and Supplies (annual)</td></tr><tr><td>BP Inv. 6</td><td>Material and Supplies Physical Inventory (annual)</td></tr><tr><td>1 thru 11</td><td>Budget Estimates for Fiscal Year</td></tr></tbody></table> State Tax Commission <table border="1"><tbody><tr><td>38</td><td>State Tax Commission Invoice</td></tr><tr><td>118</td><td>Cash Receipts</td></tr><tr><td>119</td><td>Order for Photostat or Certifications of Charter Document</td></tr><tr><td>100D</td><td>Cash Receipt - Personal Property Penalty, Domestic Corporations</td></tr><tr><td>100E</td><td>Cash Receipt - Personal Property Penalty, Foreign Corporations.</td></tr></tbody></table>	Form No.	Title	E-1-S	Distribution of Charges	DD-1	Certificate of Deposit	R-2	(formerly MR-2) Monthly Report of State Funds Collected and Deposited	None	Distribution of Unexpended and Obligated Balances	1-A	Requisition for Supplies	47-A	Purchase Order	100-16	Out of Schedule Requisition	39-A	Stores Requisition	CF-3	Copy of Contract Awarded	CF-1	Requisition for Equipment (Capital Fund)	100/24	Actual Emergency and Repairs Report	BB-1	Formerly BB-1 and BB-2	none	Budget Schedule Amendment Sheet	BP Inv. R101	Report of Fixed Assets (annual)	BP Inv. R102	Report of Material and Supplies (annual)	BP Inv. 6	Material and Supplies Physical Inventory (annual)	1 thru 11	Budget Estimates for Fiscal Year	38	State Tax Commission Invoice	118	Cash Receipts	119	Order for Photostat or Certifications of Charter Document	100D	Cash Receipt - Personal Property Penalty, Domestic Corporations	100E	Cash Receipt - Personal Property Penalty, Foreign Corporations.	<i>Approved Hall of Records Commission</i> <div style="text-align: right;">FILED BY BOARD OF PUBLIC WORKS DEC 14 1954 <i>[Signature]</i> Secretary</div>
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Hall of Records
Commission

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6. Recommendation
of Hall of Records
and Board of Public
Works.

250A Cash Receipt - Bonus Tax and Fees, Domestic Corporations
300C Cash Receipt - Taxes and Fees, Foreign Corporations
450B Cash Receipt - Franchise Tax, Domestic Corporations
201 Certification of Penalties (any class of Taxpayer)

Other Accounting Records

Vendors Invoices
Bank Deposit Slips
Bank Deposit Receipts
Bank Statements

These records are necessary for audit purposes

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7.

ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE

PAYROLL (Prior to July 1, 1953) The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954)

PAYROLL JOURNAL: The agency copy is to be retained for three years or until audited, whichever is later and then destroyed (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954.)

PAYROLL EXCEPTIONS; Additions and Exceptions: The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed (General Schedule No. 2, Item 3-b, approved by the Board of Public Works, January 11, 1954.)

PAY WARRANTS: The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. 3, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-1/2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed (General Schedule No. 5, Item 3, approved by the Board of Public Works, May 10, 1954).

8.

LEAVE RECORD CARD

Size: 5" x 8"

Dates: July 1953 -

File Arrangement: Alphabetical

Annual Accumulation: less than 1 cubic foot

BOARD OF PUBLIC WORKS

DEC 14 1954

Date

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

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This card form used since July 1, 1953, shows all leave taken during the fiscal year, and all accrued leave. One card is prepared for each employee each year.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. PERSONNEL RECORDS

Quantity: 3 drawers (4½ cubic feet)

Dates: 1921 - -

File Arrangement: Alphabetical

Quantity Authorized for Disposal: 1 cubic foot (estimate)

This file contains copies of the various forms of the Commissioner of Personnel and Employees' Retirement System, correspondence, notices of advancement, etc. After an employee has left the Commission there is need of the records for several years for reference purpose.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER INDIVIDUAL LEAVES EMPLOY OF THE COMMISSION AND THEN DESTROY.

10. MASTER AUTHORIZATION CARD

Size: 5" x 8"

Quantity: 1 linear foot

Dates: July 1, 1953

Annual Accumulation: 1 linear foot

This standard form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or to make any changes in the pay rate. It also shows all deductions.

RECOMMENDATION: RETAIN WHILE ACTIVE, AND FOR THREE YEARS THEREAFTER OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of
Records Commission*

*Approved Hall of
Records Commission*

Date: DEC 14 1954

Secretary